

OPT  
MAY 1962 EDITION  
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief,

DATE: 15 Mar 74

STAT

FROM : Chief, Geographic Names Div., DTS, DMATC

SUBJECT: Regulation on the handling of FOUO materials.

The attached DMATC SUPPL 1 to DoDR 5200.1-R is transmitted for your  
information at the request of

STAT

1 Enclosure a/s

*Theodore J. Liard Jr.*  
THEODORE J. LIARD, JR.



5010-108

*Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan*

DMATC SUPPL 1 to  
DoDR 5200.1-R  
January 1974

**1-206 FOR OFFICIAL USE ONLY.**

1. Explanation of FOR OFFICIAL USE ONLY (FOUO). Unclassified information, records, and other material which have been determined to require protection from disclosure to the general public, and which for a significant reason cannot be given general circulation will bear the caveat "For Official Use Only". For Official Use Only is *not* a security classification, and *will not* be used as a lower security classification and protective marking for any classified information.
2. Marking. Those materials that bear the FOUO caveat will be marked in the following manner:
  - a. At the bottom of the outer cover, if any, and at the bottom of the first and last page of the document. *We do top and bottom of each page*
  - b. Individual pages in classified documents which contain both "For Official Use Only" and classified information will be marked with the appropriate security classification. Any page or pages in a classified document containing only "For Official Use Only" information will be so marked at the bottom of the page. Paragraphs which contain FOUO information will be marked accordingly.
  - c. On materials other than paper documents, such as photographs, films, tapes, etc., the term "For Official Use Only" or the acronym "FOUO" will be affixed in such a manner as to call attention to the nature of the information containing therein.
  - d. When an unclassified cover of forwarding document does not itself contain "For Official Use Only" information, it will contain appropriate markings calling attention to the presence of "For Official Use Only" information in the accompanying document. The following stamp will be used:

This marking *CANCELLED* when  
separated from the material  
bearing a protective marking.

- e. Working papers will be marked with the "For Official Use Only" caveat to insure that proper protection is afforded that material.

DMATC SUPPL 1 to  
DoDR 5200.1-R  
January 1974

3. Termination of Markings.

- a. Originators of FOUO material *will* specify the earliest possible date or event when FOUO markings are terminated. Statements such as "Cancellation of markings cannot be determined at this time" *will not* be used. The following termination statement will be stamped, or typed adjacent to the FOR OFFICIAL USE ONLY marking on the cover (or first page for documents without a cover), or included as the last sentence in electrically transmitted messages:

- (1) For a specific date:

Protective marking is cancelled on \_\_\_\_\_.

- (2) For a specific event:

Protective marking is cancelled upon occurrence of event specified in paragraph \_\_\_\_\_.

- b. Under normal circumstances, FOUO markings will be terminated 3 years from the date of origin. FOUO markings may be extended only for specific periods of time or until a special event occurs by authority of the originator of the FOUO material. To extend the marking, the following statement will be stamped or typed on the cover (or first page for documents without a cover):

Protective Marking is Extended Until

\_\_\_\_\_  
date/event

\_\_\_\_\_  
signature and date

- c. Exemption from automatic termination of FOUO marking is authorized for:

- (1) Inspector General reports.
- (2) criminal and personnel security investigations.
- (3) Army personnel tests administered under the provisions of AR 611-5 and listed in DA Pamphlet 310-8.
- (4) aircraft mishap/accident reports.
- (5) MOS evaluation tests.

DMATC SUPPL 1 to  
DoDR 5200.1-R  
January 1974

- (6) information in personnel and medical files, as well as information in similar files, that if disclosed to a member of the public would be an unwarranted invasion of the personal privacy of an individual or disclose information received in confidence.
- (7) information to identity of sources of information and the information provided in confidence if the disclosure of the identity of the source or the information would be prejudicial to DoD interests or embarrassing to the source.
- (8) information for which specific provisions are made in the Armed Services Procurement Regulation.

The following stamp will be used:

Protective marking  
is excluded from  
automatic termination.

4. Safeguarding.

- a. Material bearing the FOUO caveat will not be left unattended on desks but will be placed in an out-of-sight location.
- b. At the close of business, materials bearing the FOUO caveat will be stored so as to preclude unauthorized public disclosure. Filing such material with other unclassified records in unlocked or locked files, desks, etc., will be adequate at the Topographic Center.

5. Transmission.

- a. Materials bearing the FOUO caveat will be transported between offices in such a manner so as to preclude disclosure of contents.
- b. First class mail and ordinary parcel post may be used for the transmission of FOUO materials.
- c. Electrically transmitted messages containing FOUO information will contain the acronym "FOUO" at the beginning of the text. Such messages will be transmitted by EFTO procedure for international transmissions and will contain the termination date in the last sentence of the message. FOUO material may be transmitted via telecopier between the DMATC and its field offices. The acronym "FOUO" will appear at the beginning of the text. The last sentence of the message will contain the termination date/event of the FOUO caveat.

DMATC SUPPL 1 to  
DoDR 5200.1-R  
January 1974

6. Disposal.

- a. Nonrecord copies of FOUO materials will be disposed of by tearing the material into pieces to prevent disclosure of the contents and placing them in burn bags.
- b. Record copies of FOUO materials will be disposed of in accordance with the disposal standards established by the Records Disposal Act of 1945 (44 USC 366 et seq.).

7. Unauthorized Disclosure.

The unauthorized disclosure of FOUO materials does not constitute an unauthorized disclosure of classified DoD information. However, if unauthorized disclosure does occur, appropriate administrative action will be taken to fix responsibility for the disclosure and to apply appropriate corrective/disciplinary measures. The DoD activity having jurisdiction over the FOUO material will be informed of the unauthorized disclosure.

MEMORANDUM FOR

20 MAR 67 14

Rm 2E 42 Hdqts

DOD = Dept of Defense  
DoD = Defense Staffing

Attached is the DOD instruction  
on the 3 YR limit on  
Official Use Only, per our  
telephone conversation. Contact  
if you need anything further.

STAT

STAT  
STAT

Approved For Release 2007/12/06 : CIA-RDP86-00674R000200040015-1

C/CPB-

Will this cause us  
any problems - g.

Approved For Release 2007/12/06 : CIA-RDP86-00674R000200040015-1

Comparison of Agency and DMATC treatment of "FOUO" Materials

<u>Item</u>	<u>Agency</u>	<u>DMATC</u>
Reason for use	When intell or info isn't classified but should have some dissemination limitation (Used alone and never with a defense classification) E.g., copyright material	For unclassified info which for significant reason can't be given to the public (Is not a security class.)
Marking (on documents)	In full capitals at top and bottom of cover, each page, and back cover.	At bottom of cover, and bottom of first and last page of document.
Marking (on non-documentary materials)	Conspicuously marked on such materials <sup>and</sup> their containers. If unmarkable, written notice to holders	Affixed so as to call attention of nature of material.
Unclassified cover of forwarding doc.	Shall carry prominent notation of nature of material therein, and legend showing nature of trans. doc. alone	Shall contain appropriate markings calling attention to FOUO info within; also stamped "This marking CANCELLED when separated from the material bearing a protective marking.
Working papers	not specifically mentioned	Working papers shall be marked FOUO to insure they are given proper protection.
Termination of markings	Originator determines if caveat no longer needed (no criteria cited)  [all CIA-originated FOUO materials should be excluded from automatic termination.]	Originators of FOUO material <u>will</u> specify when can be terminated. Date or event cited on cover or top page (or in last sentence of cable). Normally FOUO markings terminate at end 3 years
Exclusions from automatic termination	N/A	8 types of exemptions cites closely related to the FOIA exemptions (especially 2, 6, 7)
Safeguarding	Not mentioned in regs.	Not to be left unattended, but may be stored with unclassified records in unlocked files, desks, etc.
Transmission	Not mentioned in regs	Not to be disclosed in transit. First class mail and ordinary parcel post adequate. FOUO will appear at beginning and end of cables.
Disposal	Not mentioned in regs	Tear up and place in burn bags.